

**SEATTLE-KING COUNTY WORKFORCE DEVELOPMENT COUNCIL
ELIGIBLE TRAINING PROVIDER PROGRAM
ADDITIONAL REQUIRED INFORMATION FORM**

Date _____

Attention: Marie Koole
Seattle-King County Workforce Development Council
2003 Western Avenue, Suite 250
Seattle, WA 98121
(206) 448-0474 mkooles@seakingwdc.org

1. Name of Training Provider: _____
2. Type of Organization: ___ Private for Profit ___ Private Non-Profit ___ Public Agency
3. Length of Time in Operation: _____
4. Financial Information:
Please attach an independent audit completed within the last 12 months. If you do not conduct an annual audit, provide your in-house financial statements.
5. Basic Information – Please attach the following information for **each program**:
 - A. A description of the program. If the program description is included in your catalog, you may attach a copy of your catalog in lieu of describing each program separately.
 - B. The proposed curriculum.
 - C. The instructor's resume or other documentation of their qualifications to provide instruction in the program area.
6. **For programs that have never before operated**, please demonstrate a strong connection to the labor market.
Acceptable indicators to attach include:
 - A letter of commitment to place your program graduates in internships or apprenticeships;
 - Hiring contracts with established businesses; or
 - Two or more letters of support specific to your proposed program from potential employers of program graduates.
7. As an authorized signatory for the training provider named in the application, I certify that the training provider understands that acceptance and placement on the state Eligible Training Provider Program list does not guarantee that any approved person will enroll in the training providers courses or business. I have attached appropriate program information as requested by Seattle-King County Workforce Development Council.

Signature

Date

Title

Contact Phone Number _____

Please mail the completed form and attachments, and address questions regarding this form, to Marie Koole using the contact information above.